

23 December 1985

MEMORANDUM FOR: [redacted]
Chief, Information Management Branch
Information Resources Management Division, OIS/DA

FROM : [redacted]
Records Management Officer, NPIC

SUBJECT : Annual Records Inventory - FY 1985

1. Attached is NPIC's Annual Report of Records Holdings for 1985. As seems to be the case every year, some components didn't submit their results until the last minute and then only with some prodding. Consequently, the figures have not been analyzed or questioned. For instance, 9025 cans of original negatives were on this years inventory vs. none last year. Perhaps this is because the previous version of form 3581 did not have an "other" film category. Possibly "microfilm cassettes" has a similar reason for showing up this year.

2. Over the last year there has been much dislocation and movement of NPIC components during the construction and renovation of [redacted]. Many records were retired, disposed of and "found" and this probably accounts for some of the difference between this year and last. Questions and comments regarding this matter should be directed to the undersigned on [redacted] secure.

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These are the figures you requested. I had to give you a ball park figure on some catagories, so this may not be to accurate. However, they are in range and should give you some idea of volume statistics for the outlying bldgs.

STAT



Tom
RMO/OTS

Date 1/13/86

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